



JET PROPULSION LABORATORY
CALIFORNIA INSTITUTE OF TECHNOLOGY

REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO. **DL-570037**

FOR

**MID-INFRARED INSTRUMENT (MIRI) Si:As
DETECTORS FOR THE JAMES WEBB SPACE TELESCOPE (JWST)**

PROPOSALS TO BE RECEIVED AT JPL NO LATER THAN

Date: **May 5, 2003**
3:00 P.M. Pacific Standard Time

COMMUNICATIONS IN REFERENCE TO THIS RFP

It is requested that any communication in reference to this RFP be in writing and directed to the attention of:

Name: Dan Low Mail Station: 190-220

Title: Member of the JPL Acquisition Staff

California Institute of Technology
Jet Propulsion Laboratory
4800 Oak Grove Drive
Pasadena, CA 91109-8099

Date of Issuance: **April 4, 2003**

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GENERAL INSTRUCTIONS

1.0 PROPOSAL REQUIREMENT

The following provides general instructions and information regarding preparation of your proposal in response to this Request for Proposal (RFP). The effort to be performed, delivery schedule and/or performance period and contract type will be in accordance with the Specimen Contract.

2.0 PROPOSAL FORMAT

Your proposal shall consist of three volumes:

Volume I – Technical and Management Instructions

Volume II – Cost Instructions

Volume III – Past Performance

The first step of the selection process shall be the (optional) early submission of Volume III. The second step shall be the submission of Volume I and II (and Volume III if not submitted early) by the proposal submission date. Volume I shall be submitted as a set of viewgraphs. The third step shall be an oral presentation of the Volume I viewgraph package at the proposer's facility. A JPL caucus and then a question and answer session covering all three volumes will follow the presentation, on the same day. The volumes of your proposal are to be submitted in accordance with the instructions of this RFP. The required documents, as set forth in the Attachments to this RFP, must be included in the cost volume.

3.0 SCHEDULE OF ORAL PRESENTATIONS

The sequence of presentations will be determined by JPL based on ease of travel and logistics. Only those organizations that have submitted a proposal, conforming to the requirements of this RFP, by the due date will be requested to make an oral presentation. Further, JPL may choose to screen the proposals using the technical and management criteria in paragraph 8.0 and to eliminate all but several high scoring proposals from further evaluation prior to the start of oral presentations. Oral presentations are expected to begin the week of **May 19, 2003**. A specific date and time for each presentation will be coordinated with individual proposers.

4.0 SUBMITTING YOUR PROPOSAL

4.1 Organization and Format for the Written Proposal.

- 4.1.1 Your written proposal should be organized as closely as practicable to the format and sequence indicated in these proposal instructions. **It shall be prepared in viewgraph format and it is mandatory that Volume I, Technical and Management Instructions, be limited to 100 pages, using fonts not smaller than Times New Roman 12 points.** For each of the three volumes you should submit one hard copy and one electronic version in Adobe PDF format on either

a Zip-disk or CD-ROM. Volume II, Cost Proposal, should be submitted with Volume I.

- 4.1.2 JPL reserves the right to retain all proposal information submitted in response to this RFP.
- 4.1.3 JPL requests that you submit Volume III, Past Performance by **April 25, 2003**. If you are going to submit past performance information prior to the proposal due date, clearly mark the outside of the package as follows:

VOLUME III, PAST PERFORMANCE
RFP NO. **DL-570037**

The entire proposal must be submitted by May 5, 2003

4.2 Oral Presentation

- 4.2.1 JPL will send each proposer written questions concerning their Volume I- Technical/Management, Volume II- Cost or Volume III – Past Performance proposals three (3) calendar days before the scheduled date of each proposer's oral presentation. Each proposer shall decide how best to present the answer to each question. However the answer to these questions and any subsequent questions generated as a result of the oral presentation (see paragraph 4.2.6 below) shall be addressed during the three (3) hour question and answer session to assure closure of all questions.
- 4.2.2 Presentations shall address the information required by the Technical/ Management Instructions. You may organize your presentation/allocate your time in any manner you see fit; keeping in mind, however, the relative weight of each evaluation criteria, specified in paragraph 8.0 below and your ability to cover the material submitted.
- 4.2.3 The viewgraphs provided in Volume I are to be what is presented during your oral presentation, recognizing that some additional verbal explanation beyond the words on the viewgraphs is sometimes needed to fully explain some issues or points. **Oral presentations shall be solely based on the material submitted by the proposal due date. Accordingly, the proposer shall use all viewgraphs, submitted as Volume I, in their oral presentation.** Minor corrections to the viewgraph presentations are allowed.
- 4.2.4 There shall be a four (4) hour time limit placed upon your oral presentation. JPL will formulate questions in writing during the presentation but will not interrupt the presenters during the oral presentation.
- 4.2.5 Following the oral presentation, JPL will caucus for two (2) hours, including lunch, to discuss and organize questions developed during the oral presentation. At the end of the two (2)-hour period, JPL will provide its questions to the proposer.
- 4.2.6 A question and answer session will be conducted with each proposer following the oral presentation and will be limited to three (3) hours. In this session, ALL questions, including those sent to proposers three (3) calendar days ahead of the oral presentation, shall be addressed. The purpose of the question and answer session is to assist JPL in fully understanding each proposal by:

- 4.2.6.1 Discussing those aspects of each proposal which contain omissions, ambiguities and uncertainties;
 - 4.2.6.2 Verifying and identifying strengths and weaknesses which could affect work performance;
 - 4.2.6.3 Verifying the validity of the proposed price; and
 - 4.2.6.4 Assessing the proposed personnel and the proposer's capabilities for performing the work.
- 4.2.7 The total time for the entire session, including the oral presentation, JPL caucus and question and answer session with proposers will not exceed nine (9) hours, including lunch.
- 4.2.8 JPL cost questions will be either sent three (3) calendar days prior to the presentation or will be asked during the question and answer period.
- 4.2.9 The presentation will not be audio/video recorded by either the presenter or by JPL.
 - 4.2.10 After discussions, JPL may request proposal deltas in order to correct errors, omissions or ambiguities in the proposal. Only those deltas requested by JPL will be accepted. (NOTE: JPL will not request best and final offers (BAFOs).)
 - 4.2.11 Finally, the initial evaluation findings are reviewed and ratings are assigned which incorporate the results of the discussions and/or price proposal deltas.
- 4.3 Address and Identification

To help ensure timely receipt and processing of your proposal, please down-load and affix the address label (Attachment I to the RFP cover letter) to the envelope/container containing a complete original copy of your proposal. (NOTE: the label is JPL's notification that the package you send is a proposal.) All proposal envelopes/containers must be identified with the RFP number that appears on the RFP cover page.
- 4.4 Hand Carried Proposals

Hand-carried proposals must be delivered to the California Institute of Technology/ Jet Propulsion Laboratory, Visitor Control Center, at 4800 Oak Grove Drive, Pasadena, California 91109, Building 249, where it will be received and time-stamped. Visitor Control is open to receive proposals only on working weekdays, between 7:30 a.m., and 4:30 p.m. local time. (**Note: Proposals are due at 3:00 p.m., PDT May 5 , 2003**).
- 4.5 Other Proposal Transmission

Proposals will NOT be accepted by facsimile (fax) transmission or by electronic mail (e-mail).

5.0 GENERAL INFORMATION

5.1 Proposal Preparation and Related Costs

This RFP does not commit JPL or the Government of the United States to pay any costs incurred in submitting your proposal, making studies or designs for preparing the proposal or in procuring or subcontracting for services or supplies related to the proposal.

5.2 Data

If the proposal contains data that either you or your subcontractors do not wish to be disclosed for any purpose other than proposal evaluation, you must mark the cover sheet of each volume containing such information with the legend below:

“Data contained in pages _____ of this proposal furnished in connection with RFP No. DL-570037 shall not be used or disclosed, except for evaluation purposes, provided that if a contract is awarded to this offeror as a result of or in connection with the submission of this proposal, JPL and the Government shall have the right to use or disclose this data to the extent provided in the contract. This restriction does not limit JPL’s right to use or disclose any data obtained from another source without restriction.”

5.3 Security

There shall be no classified information in response to this RFP.

5.4 Requests for Clarification/RFP Addenda.

During the proposal preparation period, requests to clarify certain aspects of the RFP package or for additional information, must be in writing and sent to the individual designated on the RFP cover page, via Fax or e-mail. JPL responses providing additional information or clarification will be provided to all prospective proposers on the web site (<http://acquisition.jpl.nasa.gov/rfp/miri>) as addenda to the RFP. In addition, any JPL-initiated changes to the governing documents in the RFP package will be provided to all prospective proposers as addenda to the RFP. Prospective bidders will be notified of the issuance of all addenda and the addenda content will be posted on the web site. JPL will not be responsible for explanations or interpretations of the RFP by any other means. (Note: You must include reference to all addenda on your Acknowledgement to this RFP { Attachment A-1 })

6.0 LATE PROPOSALS

Any proposal, portion of a proposal, or unrequested proposal revision received at JPL after the time and date specified on the cover page of this RFP is late. Any volume of a proposal received after the time and date specified will cause the entire proposal to be late. Late proposals will not be considered for award, except under the following circumstances:

- 6.1 JPL determines that the late receipt was due solely to a delay by the U.S. Postal Service for which the offeror was not responsible. Timely postmark or receipt of registered, certified, or express mail "next-day service," establishing the time of deposit must be evidenced.

- 6.2 JPL determines that the proposal was late due solely to mishandling by JPL after receipt at JPL, provided that the timely receipt at JPL is evidenced.
- 6.3 No acceptable proposals are received in a timely manner.

NOTE: If an emergency or unanticipated event interrupts normal JPL processes so that solicitation responses cannot be received at the JPL office designated for receipt by the exact time specified in the solicitation, and urgent JPL requirements preclude amendment of the solicitation closing date, the time specified for receipt of proposals will be extended to the same time of day specified in the solicitation on the first work day on which normal JPL processes resume.

7.0 SOURCE EVALUATION AND SELECTION PROCESS

7.1 Source Evaluation

Proposals will be evaluated in the areas of technical and management as described in paragraph 8.0 below. Although cost will not be scored, cost is a substantial factor and the proposed costs and its credibility are of major importance to this RFP. JPL plans to make source selection based on the offeror whose proposal is determined to represent the best value to JPL. JPL's best value source selection is based on the following: If all offers, in the competitive range, are of approximately equal qualitative (technical and management) merit, JPL will select for negotiations the offer with the lowest cost. However JPL may select for negotiations a contractor whose proposal offers a higher qualitative merit if the difference in cost is commensurate with added value. Conversely, JPL may select for negotiations a contractor whose proposal offers a lower qualitative merit if the cost differential between it and other offers so warrants. For purposes of this evaluation, JPL may use the proposed costs or the JPL-determined probable costs, as defined in paragraph 7.1.8 below. JPL will evaluate the proposals utilizing the following process.

- 7.1.3 Before issuing the RFP, JPL establishes specific criteria and their weighting for the evaluation of the Technical and Management proposals. After receipt at JPL, the proposals are evaluated against the pre-set criteria outlined in paragraph 8.0 below
- 7.1.4 An analysis of the supporting cost details is performed and the proposed costs are compared. If the Buy American Act, the Balance of Payment Program, or rent-free use of Government-furnished property applies, the prices will be adjusted as required for the purpose of evaluation.
- 7.1.5 Responsibility (i.e., consideration of matters such as contractor financial capability, past performance record, adequacy of facilities, etc.) is assessed within the meaning of Federal Acquisition Regulation 9.1. Award will not be made to a Contractor deemed to be nonresponsible.
- 7.1.6 Results of the initial proposal evaluation are used to determine which proposals are within the technical/management competitive range (i.e., those having a reasonable chance of being selected for award). Proposals determined not to be within the competitive range are eliminated from further consideration, and the proposers are notified accordingly.

- 7.1.5 JPL may, at its discretion, conduct limited communications with one or more proposer(s) for the purpose of determining whether the proposer(s) should be included in competitive range. Such precompetitive range communications may be conducted to enhance JPL understanding of the proposals and may be used to:
 - 7.1.5.1 Validate the proposed price; and
 - 7.1.5.2 Clarify omissions, ambiguities and uncertainties in the proposer's supplemental business/cost information; and
 - 7.1.5.3 Clarify relevant past performance information.
- 7.1.6 JPL reserves the right to make a competitive range determination without conducting such communications. Further, JPL, at its discretion, may waive minor informalities and minor irregularities in proposals received.
- 7.1.7 Each Contractor determined to be in the competitive range will conduct an oral presentation to JPL as described in paragraph 4.2.
- 7.1.8 After discussions, the results of the oral presentation and discussions are used to arrive at a final evaluation. This final evaluation includes completing a thorough assessment of the cost realism of each proposed cost estimate and comparing the cost estimates. In performing this assessment, JPL may develop a "probable cost" for each proposer. "Probable cost" is defined as JPL's best estimate of the cost of any contract that is most likely to result from the offeror's proposal.

7.2 Selection Process

The results of the final evaluation are submitted to the JPL Source Selection Official, who selects the Contractor(s) for negotiation.

8.0 TECHNICAL AND MANAGEMENT EVALUATION CRITERIA

The Technical/Management evaluation criteria for this procurement are listed below. The factors shown under the criteria are not individually weighted for evaluation purposes and are not listed in any particular order.

8.1 Criteria 1 - Si:As Detector Design, Fabrication, Hybridization, Assembly, and Test Approach (600 points)

The degree to which the proposer demonstrates an understanding of the tradeoffs involved in the establishment of a Si:As detector design that will lead to the final configuration, selection, design, test and qualification of Si:As detectors that will meet the requirements of the Specimen Contract. Factors to be considered are:

8.1.1 Design Requirements

8.1.2 Performance Requirements

8.2 Criteria 2 - Management Plans (200 points)

The degree to which the proposed Management Plans are suitable for the organization, implementation, and control of the program effort. Factors to be considered are:

8.2.1 Organization Plan.

8.2.2 Implementation Plan for Conducting the Effort

8.2.3 Program Control Plan

8.2.4 Program Plans

8.3 Criteria 3 - Resources and Related Experience (200 points)

8.3.1 Availability and Qualification of Personnel

8.3.2 Facilities Usage and Availability

8.3.3 Equipment Usage

8.3.4 Related Experience

9.0 EXCEPTIONS TO TERMS AND CONDITIONS

A large number of exceptions or one or more significant exceptions to the General Provisions and/or Additional General Provisions may make your proposal unacceptable for evaluation. **You must provide a detailed explanation, including the rationale, for any exceptions you take.** Proposers who submit proposals with exceptions may be selected for negotiations. However, if an agreement cannot be negotiated, your proposal may be rejected.

VOLUME I – TECHNICAL/MANAGEMENT INSTRUCTIONS

1.0 INTRODUCTION

This portion of the proposal instructions sets forth the requirements to be followed in preparing the Technical/Management Proposal. The following specific information must be included in your proposal to permit an evaluation of your technical and management capabilities:

Criteria 1- Si:As Detector Design, Fabrication, Hybridization, Assembly, and Test Approach

1.1 Design Requirements

Discuss how your proposed detector design and architecture will meet the requirements of Exhibit I, Mid-Infrared Instrument (MIRI) Detector Requirements Document, dated 04/2/03.

1.2 Performance Requirements

Demonstrate by analysis, test data, experience, etc. that you will meet the performance parameters, with emphasis on the primary performance parameters listed in Section 3 of the Exhibit 1 MIRI Detector Requirements Document.

2.0 Criteria 2 - Management Plans

Provide a complete, but concise, description of how your organization intends to implement the tasks set forth in the Specimen Contract. Include the following:

2.1 Organization Plan -

Provide organization charts and supplemental narrative to fully describe the following:

- 2.1.1 A chart showing the position of the MIRI Detector program organization within the overall company or corporate organization. Provide the same for major subcontractors.
- 2.1.2 The authority of the Program Manager to command and control resources (e.g. personnel, finances, facilities) and subcontracts necessary for contract performance.
- 2.1.3 The organizational elements and personnel under complete control of the Program/Project Manager, as well as those elements that receive technical direction from the Manager but are under administrative control of other organizational elements within the company. Provide the same for major subcontractors.
- 2.1.4 The relationship of the quality assurance, reliability assurance and system safety managers to the Program Manager.

2.2 Implementation Plan

- 2.2.1 A Work Breakdown Structure (WBS) with a common framework for all schedule, cost and technical performance controls for the Contract to identify in more detail the activities specified in the Statement of Work. The lowest level of the WBS should cover time spans of approximately one month in duration. Include a breakdown of tasks for major subcontractors.
- 2.2.2 Detailed Network Schedule for the total effort. The major milestones shall be tied to the Performance and Delivery Schedule of the Specimen Contract. Clearly identify tasks to be performed by subcontractors. Show dates for long lead-time procurements. Identify the critical path, schedule margins and schedule reserves. Show the need dates for the JPL/Government furnished parts.
- 2.2.3 Summary Network Schedule, which is event oriented and comprised of events derived from the Detailed Network Schedule. Include events that are major milestones and that reflect the delivery requirements of the Specimen Contract.

2.3 Program Control Plan

Provide a concise description of the management approach you intend to implement for the monitoring and control of technical, schedule, cost and workforce performance. Include the following:

- 2.3.1 The company procedures and policies and management level for reviewing program performance, reporting financial status and implementing corrective action.
- 2.3.2 The plan to monitor and control the technical, schedule and cost performance of major subcontractors.
- 2.3.3 High-risk activities that may affect technical, schedule or cost performance. Identify risk mitigation plans.
- 2.3.4 The cost containment strategies that will be used to prevent cost growth.

2.4 Program Plans

Proposed program plans including those of major subcontractors. The proposer is encouraged to use existing plans, which are equivalent to and meet the intent of the JPL requirements. (See Exhibit II, CDRLs and DRDs for Configuration Management, Product Assurance, Quality Assurance, Test Plans, Problem/Failure (Non-Conformance) Reporting, Cleanliness/Contamination Control and ESD controls.

- 2.4.1 Provide a compliance matrix to identify the Contractor's and subcontractor's plans that will be used to meet the JPL requirements. Include brief narrative descriptions explaining changes, if any, needed to satisfy the requirements of the Specimen Contract. Identify exceptions, if any, to the requirements that you propose to take. Identify the activities that must be undertaken to meet the requirements.

2.4.2 If requested by JPL, provide or make available, copies of existing plans.

3.0 Criteria 3 - Resources and Related Experience

3.1 Availability and Qualification of Personnel

3.1.1 A list of the key management and technical personnel by name and title and the percentage of time to be spent on this Contract. Provide resumes and describe the related experience that qualifies them for this task. Identify the corporate commitment for keeping the key personnel available on the program.

3.1.2 A list to identify the personnel who prepared each section of the proposal. Identify if these personnel will be assigned to the MIRI detector program.

3.2 Facilities Usage and Availability

Availability and location of all proposed facilities (including subcontractor facilities) needed for the design, manufacturing and testing of the technical effort. Include a discussion of the following:

3.2.1 Proposed manufacturing and assembly facilities and parts storage area. Indicate the type of work typically performed in each facility (i.e. model shop, production area, etc.) and how the MIRI program will be accommodated in the proposed facilities (including provisions for keeping the MIRI hardware isolated from other hardware) and any modifications that may be necessary to accommodate the program.

3.2.2 A comprehensive description of laboratory and testing facilities (including environmental test facilities), computers, design tools, quality control facilities and equipment to be utilized. Indicate the type of work typically performed in each facility and how the MIRI detector program will be accommodated in the proposed facilities and any modifications that may be necessary.

3.2.3 Potential conflicts in the use of facilities or equipment. Schedules for proposed modifications.

3.3 Equipment Usage

Availability and planned utilization of commercial test equipment and special test equipment (including software where applicable) that may be required in the performance of the Contract, including usage for subcontractors. Identify any test equipment and special tooling that is not available and how it will be obtained and when needed.

3.4 Related Experience

Provide a description of recent related organizational, technical and management experience in the development of space-qualified Si:As detector technology.

VOLUME II - COST INSTRUCTIONS

This portion of the proposal instructions outlines the requirements to be followed in preparing the cost proposal.

1.0 DATA SUBMITTAL

In preparing your proposal, you must submit the following, as applicable:

- 1.1 A Contract Pricing Proposal Cover Sheet, signed by the proposer's authorized representative. For proposals greater than \$550,000, a Contract Pricing Proposal Cover Sheet, signed by the proposer's authorized representative, stating:
 - 1.1.1 The solicitation number, proposed cost, profit or fee, and total;
 - 1.1.2 Whether your organization is subject to cost accounting standards (CAS);
 - 1.1.3 Whether your organization has submitted a CASB Disclosure Statement, and if it has been determined adequate;
 - 1.1.4 Whether you have been notified that you are or may be in noncompliance with your Disclosure Statement or CAS, and, if yes, an explanation;
 - 1.1.5 Whether any aspect of this proposal is inconsistent with your disclosed practices or applicable CAS, and, if so, an explanation; and
 - 1.1.6 Whether the proposal is consistent with your established estimating and accounting principles and procedures and FAR Part 31, "Cost Principles," and, if not, an explanation.
- 1.2 The cost information requested in paragraphs 2 and 3 below. (NOTE: If the price of a purchased item is based on adequate price competition as defined in FAR Part 15, the cost elements supporting data addressed in paragraph 3 is not required for that item.)
- 1.3 For proposals exceeding \$550,000, the cost or pricing data requested below must be certified in accordance with Attachment B-10, "Certificate of Current Cost or Pricing Data," upon contract negotiation, unless an exception applies. If any exception per Attachment B-13, "Claims for Exceptions to Cost or Pricing Data," is applicable, you must submit a written request in accordance with Attachment B-13 to qualify for an exception to the requirement for submission of cost or pricing data.
- 1.4 For each individual item included in the proposal for which the price exceeds \$550,000 and is based on catalog or market prices, or prices set by law or regulation, a written request for an exception to the submission of certified cost or pricing data in accordance with Attachment B-13, "Claims for Exceptions to Cost or Pricing Data," is required. If an item is subject to an exception but is priced at less than or equal to \$550,000, state the basis of the price and provide appropriate reference documentation; a written request for

an exception is not required. The cost elements supporting data addressed in paragraph 3 below is not required on any item for which an exception applies.

- 1.5 A letter authorizing the release of rate and other relevant information to the Jet Propulsion Laboratory.

2.0 PROPOSAL PRICING

- 2.1 Submit the cost information requested below, summarized by cost element and time phased by month. Labor should be proposed by work hour, not work month. Provide a breakdown of all labor categories and associated hours to perform the effort defined in the Specimen Contract. This information should be submitted using Attachment A-15, "Cost Elements Breakdown," or your computer generated equivalent. If possible, include a copy of the data on a 3.5-inch computer diskette or a CD in an Excel or Excel-compatible format (e.g., Lotus 1-2-3, Quattro Pro, Microsoft Works, Dbase, etc.). If proposal includes separate phases or options, a time-phased summary must be submitted for each.
- 2.2 The Specimen Contract contains an Article entitled "Limitation of JPL's Obligation" which includes a JPL internal funding profile regarding JPL's maximum termination liability during each phase of the program. A proposal which is conditioned on JPL's agreement to an alternate termination policy profile may be rejected. Nevertheless, this does not mean that your budgeted costs must be proposed in accordance with this termination liability funding profile. You are free to propose your budgeted costs in any manner which satisfies the requirements of the contract. Once again, this will be a fixed-priced contract. You can therefore choose to assume some risks relative to accepting a contract with a fixed JPL termination liability funding profile.
- 2.3 Submit the following cost information as described in item 2.1 above.

Total Effort	WBS level 1
Report Items	WBS level 2 (items subject to monthly financial reporting)
Tasks	WBS level 3 (items one WBS level below report items)

If selected for negotiations, you may be required to submit a cost estimate for all or selected work items(s) at the lowest level of the expanded WBS.

3.0 COSTS ELEMENTS SUPPORTING DATA

The following information is required in support of your estimated cost.

3.1 Direct Labor

- 3.1.1 Explain the basis of the labor-hour estimates by classification. Show all calculations in detail including the development of any factored hours and the base to which the factor is applied.
- 3.1.2 Discuss the development of the labor rates including all escalation factors. Include a summary rate table by classification and lowest fiscal distribution (i.e.,

by quarter if rates change quarterly). If available, submit evidence of Government approval of direct labor rates for each labor classification.

3.2 Material

Submit a breakdown of raw materials and purchased parts including: basis of estimates, part number, description, quantity, unit price, extended price, and source of supply. Describe any pricing factors proposed such as scrap, rework, and usage.

3.3 Subcontracts

Identify each effort to be subcontracted. List the selected subcontractor's name, location, amount proposed and type of contract. Explain any adjustment made to the subcontractor's proposed costs. Describe the cost or price estimates for each subcontract.

3.4 Other Direct Costs.

3.4.1 Travel and Relocation

3.4.1.1 Indicate the destination, duration and propose of each trip proposed. Detail the development of each cost element included in the per trip cost.

3.4.1.2 Submit current company policy regarding the reimbursement of travel relocation costs and the accounting of such costs as direct or indirect expense.

3.4.2 Special Tooling and Special Test Equipment

3.4.2.1 Special Tooling and Special Test Equipment are defined in the JPL form Entitled "Management of Government Property in the possession of Contractor," which is incorporated into the Specimen Contract. Describe each item of Special Tooling and Special Test Equipment you proposed; explain how it meets the definition referenced above; indicate where and when each item is to be used and the extent of usage.

3.4.2.2 Explain the Basis of Estimate and furnish supporting data for each item of Special Tooling and Special Test Equipment in accordance with the requirements of the paragraphs entitled "Direct Labor," "Material" and "Subcontracts" above.

3.4.3 Computer Usage

Describe the proposed computer usage, extent of usage, rate(s), and the total cost. Explain the development of the rate(s).

3.4.4 Consultants

Indicate specific task requiring consultant services. Identify the proposed consultants, state the proposed hourly/daily rate, the estimated hours/days, and any associated costs (such as travel). State whether the consultant has been compensated at the quoted rate for similar services performed in connection with Government contracts.

3.4.5 Licensing and Royalty Information

If your proposal contains costs for royalties or licenses, indicate the amount and be ready to furnish details.

3.4.6 Other

Explain and support any additional other direct costs included in the proposal.

3.5 Indirect Costs

3.5.2 Discuss the development of each proposed indirect expense rate (e.g., labor overhead, material overhead, off-site burden, general and administrative (G&A). Specifically identify the cost elements included in the base to which each rate is applied. List the indirect expense rates experienced for the past two years. Explain any significant variance between the experienced and proposed rates. Submit evidence of Government approval of each indirect rate available.

3.5.2 Identify separately any independent research and development expenses included in the G&A rate.

4.0 COST SHARING

If you elect to submit a cost-sharing proposal, such a proposal may be submitted in addition to a basic proposal or in lieu thereof. Please note that all proposers are required to submit complete cost information for the full requirement and indicate which part of the effort is to be funded by the Contractor and which part is to be funded by JPL.

5.0 LETTER CONTRACT OR SMALL START-UP CONTRACT

Schedule demands may require the issuance of a Letter Contract or Small-up Contract. To facilitate the issuance of such, those contractors determined to be in the competitive range, may be required to provide the following:

5.1 The estimated cost for each sub-task scheduled to be initiated in the first four months of the contract either as a stand-alone sub-proposal or as a specifically identified portion of the overall proposal.

5.2 The estimated cost for each long lead purchased part or assembly. Long lead is identified as any purchased item that would impact the critical path based upon the Specimen Contract Article 1, Delivery Instructions, if not purchased within four months of award.

6.0 SUPPLEMENTAL BUSINESS/COST INFORMATION

6.1 Financial Statement

Submit a copy of your annual financial statements for the last three years and any information regarding additional resources required to perform the proposed effort such as an established line of credit or other financial resource.

6.2. Royalties

If your proposal contains costs for royalties, indicate the amount and be ready to furnish details.

6.3 Accounting Calendar

The proposer will furnish its accounting calendar for each year in which work is anticipated.

7.0 ATTACHMENTS

The Section of this RFP entitled “Attachments,” consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your cost proposal. Group B attachments consist of forms and documents for informational purposes only and can be found through the electronic addresses identified below. Hard copies of the Group B Attachments will be mailed by request only. Note that Group B Attachments are very important and may become requirements under the Contract.

Additionally, the General Provisions (GPs) and Additional General Provisions (AGPs) stated in the attached specimen contract can be found at the following URL address: [www:
http://acquisition.jpl.nasa.gov/e2000.htm](http://acquisition.jpl.nasa.gov/e2000.htm)

VOLUME III - PAST PERFORMANCE

1.0 INTRODUCTION

This portion of the Proposal Instructions sets forth the requirements to be followed in preparing your Past Performance volume. The information that is provided in response to the directions contained in paragraph 2. below will be used to assess your past performance in technical, schedule, administrative and cost/price areas for contracts similar to the Mid-Infrared Instrument (MIRI) Si:As Detector work effort. There is no page limitation, but brevity is appreciated.

This RFP contains an evaluation factor entitled "related experience." Please include a synopsis of ALL the efforts you listed in response to that factor. See Volume I, General Instructions, Section 4.1.3.

JPL requests early submission of Volume III, Past Performance. Submission of your past performance information by April 25, 2003 will substantially facilitate JPL's evaluation process. If you do not submit past performance early, all information required by this RFP, including Volume III, Past Performance, must be submitted by the proposal due date. Volume III should be prepared in accordance with the following instructions:

2.0 REQUIREMENT

Provide a synopsis and/or matrix presentation of all contracts performed by your organization within the past five (5) years which you consider similar to the Si:As Detector work effort. You may submit contracts prior to five (5) years if they are applicable. The following information is required for each referenced contract:

- A. Contract number
- B. Customer name and current address
- C. Current customer contract administrator and technical manager
- D. Current telephone and facsimile numbers
- E. Summary description of work effort
- F. Applicability to the Mid-infrared Instrument Si:As Detector program
- G. Initial and final periods of performance
- H. Contract type
- I. Average number of personnel assigned to contract effort
- J. Initial and final cost or price, including, if applicable, cost overrun data.

You are requested to inform the contact people for each referenced contract that JPL will be requesting information and that their expedited cooperation is requested.